

Welcome to Sandia National Laboratories Procurement

Sandia National Laboratories Procurement

Sandia National Laboratories is one of the U.S. Department of Energy's largest and most diverse research and development facilities. As such, it purchases a wide variety of products and services.

Procurement Mission

We partner with Sandians, stakeholders and suppliers to provide goods and services at the right time, for the right price, following the right rules. This enables Sandia to strengthen its competitive advantage. We commit to do this in an atmosphere of trust and respect

Procurement Vision

To provide innovative and best-in-class procurement services, which make strategic contributions and provide a competitive advantage to our customers and their customers.

Supplier Relations Mission

The Center's mission is to match Sandia's needs for products and services with a broad range of suppliers who can provide high-quality products and services in a timely and cost effective way.

To achieve its mission, the Supplier Relations Center has established three major goals:

To establish and implement activities that increase Sandia's economic impact in the region.

To develop enhanced partnerships among its line organizations, purchasing and all Sandia suppliers.

To be an active force in leveraging Sandia's resources to benefit the business community's economic and educational systems.

Sandia is continually striving to maximize the effectiveness of its purchases. Using quality practices, Sandia is developing strategic supplier partnerships that enable suppliers to better understand Sandia requirements and participate as long-term partners in achieving Sandia's program goals. These partnerships between Sandia and businesses will increase quality by reducing the dependency on incoming inspections, shorten cycle time and minimize overall costs.

Supplier Relations can help businesses that want to work with Sandia by:

- helping businesses learn how to work with and provide products and services to Sandia
- provides access and opportunities for businesses to work with Sandia
- helping businesses become stronger and more effective by meeting national and international standards.

A Partnership of Excellence - The Ideal Sandia Supplier

Sandia utilizes a competitive bid process and awards contracts to those Suppliers who offer the greatest value to the Labs. Value is based not only upon the lowest bid but also upon the following performance criteria:

- **Quality** - The products or services always conform to what was promised as specified in the Statement of Work.
- **Delivery** - The products and services are delivered as promised, on time, every time.
- **Price** - Fees, prices and charges are reasonable and competitive relative to comparable goods and services encountered in the local, regional or national market.
- **Continuous Improvement** - The supplier is dedicated to continually improving the quality, delivery and price of the products and services.

How to Initiate Business with Sandia National Laboratories

Sandia's procurement needs depend on the requirements of hundreds of individual research projects. As with all business decisions, your first step is to gather as much information as possible.

Sandia currently has 59 Just-in-Time (JIT) contracts in place that cover product groups for which Sandia has a continuing, high-volume need. For a current listing of our JIT contracts, visit the JIT web page at

<http://www.sandia.gov/supplier/jit/vendorman.html>

and select JIT Contractor Commodity Stocklist from the General Information table. Please check the expiration date listed for each existing JIT contract to determine when the contracts will be re-competed.

Some small value commercial products are now purchased through the Sandia P-Card.

Suppliers interested in doing business with Sandia are encouraged to register in SupplierLink (www.supplierlink.com).

If you would like assistance, begin by calling Sandia's Supplier Relations Office.

To request a new supplier orientation packet, contact our secretary at (505) 844-8761

To speak to a Supplier Relations Business Coordinator for a new supplier orientation, contact Consuelo Martinez at (505) 844-7217 or by email at csmarti@sandia.gov

Sandia does not maintain a bidders list. Bidders are sent RFQs based on the buyer and end-user's knowledge of the market and use of electronic supplier data bases, such as SupplierLink and Pro-Net. These data bases are available to other large companies.

Developing Your Direct Marketing Strategy

Take advantage of SupplierLink, PRO-Net and the Vendor Lobby.

Visit the "How to do business with Sandia" website at:

<http://www.sandia.gov/supplier/presentations.htm>

Did you know that if you do not win a competitive contract award, you can request a debriefing from the Sandia Contracting Representative that issued the solicitation? Take advantage of this opportunity to learn about your strengths and weaknesses. Points assigned will not be disclosed nor will the winning proposal information; however, the strengths and weaknesses of your proposal can help you prepare future proposals.

SupplierLink www.supplierlink.com

Suppliers interested in doing business with Sandia are encouraged to register with SupplierLink. SupplierLink is a dedicated online buyer/seller service that allows users to search the supplier database to locate new customers, strategic partners, teaming partners, and suppliers. Registration is free. For information on how to register in SupplierLink, call (505) 242-2811 or visit their website at <http://www.supplierlink.com>.

PRO-Net pro-net.sba.gov

PRO-Net is an Internet-based database for and about small businesses. It is a search engine for contracting officers and a marketing tool for small firms. For information on PRO-Net, visit their website at <http://pro-net.sba.gov> or call (505) 346-7909.

Vendor Lobby

Sandia National Laboratories offers facilities for your company's product demonstration and meetings with your Sandia customers. The facility is located in Bldg. 887 and is located at our main facility on Kirtland Air Force Base. The room consists of tables and chairs to accommodate up to 22 people and includes a telephone. To reserve the booth, call (505) 844-6545 between 8 a.m. and 4 p.m. MST, Monday – Friday.

If Sandia facilities are not available, you may reserve a conference room at the Coronado Club. Please call their catering office (505) 844-3808 for rates and other details. The Coronado Club will call Supplier Relationships to confirm sponsorship.

Vendors may fax brief announcements for the Sandia Daily News describing your company's capabilities and the dates and times of your demonstration to be held in the Vendor Lobby to (505) 284-6504. The Sandia Daily News is the Lab's principal internal communication.

Vehicle Decals

Contractors, already doing business with Sandia, may register their vehicle and obtain decals and passes at the reception desk in Building 800, Monday-Friday from 7:15 a.m. - 4:00 p.m.

Contractors will need the following documents: Sandia/NM picture badge, valid driver's license, vehicle registration, proof of insurance, and emissions inspection (if car is registered outside of Bernalillo County). Vehicle passes are valid for the term of the contracts.

Directory

General Information Telephone Numbers for Sandia National Laboratories Albuquerque, New Mexico

All numbers are 505 area code unless otherwise noted.

All listings are current as of February 2000.

The Sandia NM Personnel Locator.....(505) 845-0011

(Live operators who provide general assistance)

Sandia New Mexico.....(800) 41-SANDI (417-2634)

(Voice Information System to employee's voice mail boxes or to transfer to an employee's extension)

Mailing Address:

Employee's Name
Sandia National Laboratories
P.O Box 5800 MSxxxx (xxxx=Employee's Mail Stop #)
Albuquerque, NM 87185-xxxx

Electronic Addresses

Sandia's Home Page on the Internet.....<http://www.sandia.gov>

Learn more about Sandia National Laboratories by browsing through Sandia's history, major programs, scientific and technical capabilities, facilities and sites, organizations and employees.

Sandia Procurement Home Page .<http://www.sandia.gov/supplier>

Visit the Sandia Procurement Home Page to find out what is new in Sandia procurement and who to contact for more information.

Read the Partners Exchange newsletter <http://www.sandia.gov/supplier/newsletter/index.html>

Subscribe electronically for a copy of the newsletter:

<http://www.sandia.gov/supplier/subscribe.htm>

Sandia Maps

Albuquerque http://www.sandia.gov/gif/snl_kirt.gif

View a map that shows how to get to Sandia, Albuquerque

Livermore http://www.ca.sandia.gov/Ca-site/site_area.html

Access maps that show Livermore and surrounding areas including airports.

Payment Information

Payments for all Sandia sites are generated in Albuquerque. Accounts Payable has two websites and an automated telephone "Status Line" which provide payment information.

General Payment Information: <http://www.sandia.gov/supplier/AccPay/apcom.htm>

This website provides general information on Accounts Payable invoicing requirements.

Specific Payment Information:

Sandia Web Supplier Information: <http://www.sandia.gov/supplier/websupplier>

You must be a Sandia supplier with active contract(s).

Sandia Web Supplier is an easy to use application, using a web browser to access real-time information on:

- RFQs and Purchase Orders
- Deliveries and Receipts
- Invoices and Payments

Accounts Payable Help Line – Automated Telephone System 845-2455

You can request Status Line instructions.

You can key in PO and invoice numbers to view the status of your invoices.

You can leave messages for our Customer Support personnel.

Other Community Information

Community Involvement and Issues Management (CIIM)

This organization fosters the development of mutual understanding and trust through communication and cooperation with local government, business organizations, civic organizations and the general public. The team's goal is to ensure that Sandia is a responsible, caring and involved corporate citizen and partner for our communities. Other programs include educational partnerships, community volunteers and investment program, the community technologies program and the support of economic development in the region.

CIIM General Information – Pam Catanach.....	MS 1313	284-5211
For Corporate Contributions - Pam Catanach.....	MS 1313	284-5211
For Sandia Volunteers – Brenda DeLaurentis.....	MS 1313	845-8247
Volunteer K-12 Education Programs – Amy Tapia	MS 1313	284-5207

Science and Technology Outreach

This program supports the enhancement of scientific and technical education for students and teachers (primarily college with some 6-12).

Ken Holley	MS 1351	844-1365
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Human Resource

The General Employment and Staffing Support Departments develop recruiting and employment programs to meet the Labs' needs for qualified personnel.

For general info on personnel and positions.....	844-3441
For special programs, post-high-school level.....	844-1200
For special programs, high school level.....	844-7705

Employee Communications & Media Relations

This department responds to inquiries and requests from local, national, and international print and electronic media reporters and editors.

Rod Geer	MS 0167	844-6601
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Corporate Business Development and Partnerships Center

This center supports technical assistance to small, small minority-owned, and woman-owned businesses. The center also looks for opportunities to partner with such businesses for collaboration, to license and develop technologies.

Victor ChavezMS 1380 843-4190

Sandia Science and Technology Park (www.sandia.gov/SSTP/SciPark.htm)

Sandia, working with the City of Albuquerque and several landowners, is planning a 240+ acre, campus-style technology center. The Sandia Science and Technology Park (SS&TP), located adjacent to the Labs in the southeast part of Albuquerque, will serve as "next generation technology community."

Jackie Kerby MooreMS 1352 845-8107

SANDIA, NEW MEXICO PURCHASING

David L. Palmer, Director of Procurement(505) 844-8001

Aida Garcia, Office Administrative Assistant.....844-8002

P. O. Box 5800, MS 0200,

Albuquerque, NM 87185-0200

FAX.....284-3773

Barbara Hoffman, Deputy Director of Procurement.....844-4127

Org. 10250, Mail Stop 0169

Cynthia Cordova, Office Administrative Assistant.....845-9277

Supplier Relations

Cynthia Schneeberger, Manager (505) 845-8883

Org. 10205, Mail Stop 0201

Janet Clarke, Office Administrative Assistant 844-8761

FAX: 844-1921

Nora Armijo 845-9855

Corina Gallegos 844-6030

Consuelo Martinez 844-7217

Lourdes Romero 844-7355

Christine Whitley 844-0345

Vendor Lobby; schedule supplier exhibits 844-6545

Research and Development

L. David Ellis, Manager (505) 844-1254

Org. 10251, Mail Stop 0212

Martha Trujillo, Office Administrative Assistant 844-6474

FAX: 844-1921

Monitoring Systems Technology, Security & Information Systems Technology, Sensors Technology

Jo CunninghamMS 0212 844-6116

Laser Technology, Radiation/Electromagnetic, Satellite Systems

Jim GreenMS 0212 844-0765 fax: 284-

2043

Geothermal, Nuclear Waste

Elaine HerreraMS 0212 844-1837

Materials Research, Manufacturing Technologies, Microsystems Technology, Pulsed Power/Applied Physics

Dave Keiss.....MS 0212..... 844-3708

University Research

Fred Nees.....MS 0212..... 844-3757

Energy, Renewable Energy

Bill Peters MS 0726..... 844-4438

Computational/Computer Systems, Development Testing, Nuclear Weapons Systems, Ordnance/Explosives, Guidance & Control Systems, Information Systems Technology

Buzz Roberts.....MS 0212..... 844-4286

Environmental, Surety Systems

Lark Wilson.....MS0724..... 844-8962

Antenna/Radar Systems, Communication Systems, Intelligent Systems, Microelectronics

Jeff YoungMS 0212..... 844-8536

Manufacturing Development Engineering

Fabrication to print, circuit boards

Gordon Graham, Manager (505) 844-3202

Org. 10252, MS 0216

Becky McIntyre-Pacheco, Office Administrative Assistant 284-6960

FAX:..... 844-3116

Architecture/Engineering Services & Construction Procurement Department

Real property leases, construction, architecture / engineering services

Lynn Fitzpatrick, Manager (505) 845-9816

Org. 10253, MS 0222

Anita Harvey, Office Administrative Assistant 844-9348

FAX:..... 844-0522

A/E & Real Estate Leasing Contracting

Julia De La CruzMS 0222 844-9869

General Construction

Christine Gillespie.....MS 0222 844-0138

General Construction

Rhonda OllilaMS 0222 844-1939

Senior Sandia Contracting Representative, A/E Services & Construction

Erlinda Silva-SweeneyMS 0222 844-1843

Contract Administration/Certified Payroll Clerk

Mary ArmijoMS 0222 844-1432

Clerical Support/Drawing Pick-Up

Fabiola ArchuletaMS 0222 844-1858

Rapid Procurement

Don Larrichio, Manager (505) 845-8137
Org. 10254, MS 0221
Elaine Stevens, Office Administrative Assistant..... 844-5508
FAX: 844-8341

Just-in-Time (JIT) Procurement has 59 existing contracts in place that cover product groups for which Sandia has a continuing, high-volume need. The diversified products include office supplies and paper, electronics, safety supplies, scientific equipment, fasteners, drafting supplies, plumbing supplies, plastics, general industrial janitorial, industrial gases, wire, and other products. For a current listing of our JIT contracts, visit the JIT web page at www.sandia.gov/supplier/jit/vendorman.html

William Edgar	MS 0221	844-4456
Dolores Gonzales-Limon	MS 0221	844-3015
Doug Jennings	MS 0221	844-1163
Judy Jojola	MS 0221	844-3544
Jeff Miller	MS 0221	844-9195
Nancy Morreale	MS 0221	284-3023
Jimmy Romero	MS 0221	844-3411
Dianne Sanchez	MS 0221	844-6509
Cynthia Williams	MS 0221	844-1978

Accelerated Procurement System (APS): Commercial off-the-shelf products under \$25,000 that are not available through JIT contracts. Typical products include: video equipment, office products, small computers and supplies, vacuum products, electronics, plastics, metals, chemicals, optics, one-time repairs, automotive, medical supplies, lab instrumentation, printed forms, and hardware.

Office Furniture, Portable Buildings, Construction Materials, Chemicals, Wireless Equipment (Radios, Public Address Systems), Material Handling Equipment, Automotive Items, Printing

Bob BartonMS 0221 844-6963

COPIER: Equipment, Miscellaneous; MACHINERY: Furnaces/Ovens, Miscellaneous, Pumps/Motors; MAINTENANCE/REPAIRS: Miscellaneous; MEDICAL: Equipment, Miscellaneous; METAL: Lead; SERVICES: Maintenance/Repair

Barbara Forrest.....MS 0221 845-8607

Equipment: Conference, Duplicating, Electro-Mechanic, Ultrasonic, Engine Driven, Heating, Ventilating, A/C, Hoisting, Miscellaneous

Julie Rhoden.....MS 0221 844-3104

Electrical and Electronic Components, Fiber Optic Equipment and Supplies, Replacement Parts, Optics, Laboratory Supplies, Software, Lumber/Wood Products, Offset Printing for Public Relations, Medical Supplies, Miscellaneous Goods and Services

Christine Tomlin.....MS 0221 845-8436

Commercial Procurement

Products and services not procured elsewhere

Anthony Sanchez, Manager (505) 844-9341

Org. 10255, MS 0214

Irene Burand, Office Administrative Assistant..... 844-7926

FAX: 844-7821

Computer Hardware and Software

Cecilia Castillo.....MS 0214 844-3298

Training, Conferences, Miscellaneous

Terry Contreras.....MS 0214 844-1861

Major Computers Systems

Kevin KartchnerMS 0214 845-9175

Capital Equipment

Chuck MadoleMS 0214 844-6176

Integrated Contractor Orders/Federal Agency Orders

Rita Baca.....MS 0214..... 844-1549

Software, Commercial Items < \$25,000

Dave Mills.....MS 0214..... 844-9666

Maintenance Services and Repairs

Mary MontoyaMS 0214..... 844-3752

Miscellaneous Small Dollar Purchases <\$25,000

James OrtegaMS 0214..... 844-1549

Computer Software and Miscellaneous Commercial Items >\$25,000

Geneva SachsMS 0214..... 845-9755

Procured Services Department

Skip Reeder, Manager..... (505) 844-1643

Org. 10256, MS 0216

Sally Sawyer, Office Administrative Assistant..... 844-7336

FAX: 284-6504

Professional Services & Performance Based Contracts

Andrew Barr MS 0216 844-7122

Patsy Jones MS 0216 844-3311

Hanh Le..... MS 0216 844-9549

Amber Lewis..... MS 0216 844-9753

Faye Long..... MS 0216 844-6923

J.J. Rambo..... MS 0216 844-9018

Gary Romero MS 0216 844-5560

Lynne Starkweather MS 0216 844-3670

Consultants, Speakers, Professional Service Agreements, As Ordered Agreements

Martrice Bordlemay MS 0216 844-4320

Robin Cassell MS 0216 844-3694

Diane Ortiz MS 0216 844-7815

Livermore, CA Directory

General Information Telephone Numbers for Sandia National Laboratories - Livermore, California

All numbers are 925 area code unless otherwise noted.

The Sandia CA Personnel Locator.....(925) 294-3000 (*Live operators who provide general assistance*)

Sandia California.....(800) 472-6342 (*Voice Information System to employee's voice mail*)

Mailing Address:

Employee's Name
Sandia National Laboratories
P.O Box 969 MSxxxx (xxxx=Employee's Mail Stop #)
Livermore, CA 94551-xxxx

SANDIA, CALIFORNIA PURCHASING

All numbers are 925 area code unless otherwise noted.

Jeffrey Manchester, Manager (925) 294-2131

Org. 8523, MS 9116

FAX: 294-3331

Electrical and electronic components, fiber optic equipment and supplies, telecommunications equipment and supplies, hardware, janitorial supplies, replacement parts, chemicals, photographic and video equipment/supplies, liquid nitrogen deliveries, gases, optics, vacuum equipment/components, precious metals, laboratory supplies

Angela Griffin.....MS9116..... (925) 294-2088

Computer hardware/software including upgrades and software maintenance, office furniture, special lab equipment, JIT Custodian (BT Office Products), photohub PR's, lasers, on/off-site repairs/one-time services

Jan Seibel.....MS9116..... (925) 294-3402

Consultant agreements, speaker letters, shop orders, office and drafting supplies, safety/medical equipment, computer communications equipment, ES&H disposal/recycle, product analysis, JIT Backup (BT & Nitrogen), annual maintenance/service contracts, borrowed property, ES&H analyses, training

Mary Rivenbark.....MS9116..... (925) 294-2399

Science-Based Engineering Tech. Center, Environmental Operations, Health & Safety Dept., Education Partnerships, Materials & Engineering Sciences Center, Distributed Information Systems Center, Security Operations, Visitor Control, Construction of Distributed Information Systems Laboratory

John Beitia.....MS9116..... (925) 3360

California Weapon Systems Engineering Center, Facilities Planning & Engineering Dept., Maintenance Engineering Dept., Facilities Modification Team, Preventive Maintenance Team, Facilities Operations Dept., Logistics & Procurement Dept., Advanced Product Realization Program Center, Business Office, Consultant Contracts

Jeff GebelMS9116..... (925) 294-4901

Center for Exploratory Systems & Development, Combustion & Physical Sciences Center, Site Operations Center, California Site Human Resources Dept., Benefits & Health Services Dept., Communications & Public Affairs Dept.

Christine Wright.....MS9116..... (925) 294-2271